

IOWA COLLEGE STUDENT AID COMMISSION

Briar Cliff University Voluntary Application for Postsecondary Registration in Iowa January 19, 2016

STAFF ACTION:

Approve Briar Cliff University's voluntary application for postsecondary registration in Iowa for a two-year term that begins on January 19, 2016 and ends on January 19, 2018.

Registration Purpose

Briar Cliff University lawfully operates a postsecondary, degree-granting institution in Iowa under an exemption from registration in Iowa Code Section 261B.11, subsection 1, paragraph "j": "Higher education institutions that meet the criteria established under section 261.9, subsection 1." The criteria referenced in Iowa Code Section 261.9, subsection 1, establish institutional eligibility for the Iowa Tuition Grant Program. Briar Cliff University meets the Iowa Tuition Grant Program institutional eligibility criteria. Whether an institution actually awards funds from this state grant program is irrelevant. Thus, Briar Cliff University is not required to seek the explicit approval of the State of Iowa in order to lawfully offer postsecondary degree programs in Iowa. For the purpose of the federal Department of Education's rules in 34 CFR 600.9 that require federal student aid participating schools to be authorized by an action of the State in which the school is located, Briar Cliff University is listed in Iowa Administrative Code 281-Chapter 21, by name, as a private nonprofit, degree-granting postsecondary educational institution that lawfully operates in Iowa.

However, Briar Cliff University has elected, voluntarily, to seek official designation by the Iowa College Student Aid Commission as a registered school under Iowa Code Chapter 261B and associated rules in Iowa Administrative Code 281-Chapter 21 that are in effect as of the date of this report.

Institutional Information

Briar Cliff University (BCU or "the University") is a private, non-profit postsecondary institution that provides instruction via face-to-face and distance education delivery modalities from its main campus located at 3303 Rebecca Street, Sioux City, Iowa 51104. The University's chief executive officer is the University President Beverly A. Wharton at the same address. The designated Iowa contact person for BCU is Judith Scherer-Connealy, Assistant Vice President for International and Adult Student Enrollment, also at the same address. The Iowa Secretary of State records an active, domestic non-profit corporation registration #55147 for Briar Cliff University. The registered agent is Beverly A. Wharton.

Physical facilities: Briar Cliff University's campus includes instructional facilities, residential living areas for students, a gymnasium built in 1982, additional facilities for student athletes completed in 2004, and a 43,000 square foot Student Center completed in the fall of 2000. The most recent renovations took place in 2012, with the addition of new classrooms, a revamped bookstore, state of the art nursing, biology, chemistry and digital media laboratories; and an 8,150 square foot atrium and coffee shop for students. Briar Cliff's new program, the Doctorate in Physical Therapy, includes a new facility. The new campus at Mayfair is a 14,000-square foot space that allows 24-hour secure access to vital learning spaces. Some highlights of the new facility include a mock apartment for teaching and practicing activities of daily living, interprofessional lab classroom, private treatment rooms and research space. A map of the campus is available online at: <http://www.briarcliff.edu/about/map-and-directions/>.

Instructional Methodology: Briar Cliff University offers courses and programs via in-person instruction, distance education, and hybrid programs utilizing both face-to-face instruction and online instruction. Briar Cliff utilizes BCYOU! through Brightspace as BCU's online information portal that is the gateway to all student web-based services.

Brightspace is a learning management ecosystem that provides a streamlined experience for the learner and easy access to their course content, instructor and peers. For distance education, instructional methods used by faculty members at BCU are generally asynchronous allowing the student to complete the program at their own pace. Some online programs require field experience near the student's place of residence that is completed during the duration of the online program. Students also have access to Collaborate video conferencing through the Brightspace platform. Collaborate allows students to synchronously connect with their instructor and peers within a live session or asynchronously through a recorded session. Prospective students may learn more about online learning at BCU through the University's Online Orientation booklet at <http://www.briarcliff.edu/media/112731/bcu-onlineorientation-2015.pdf>.

Face-to-face instruction includes classroom and laboratory interaction between students and faculty, and monitored supervision (via phone, email, and other electronic communications) of students completing off-site internships and clinical rotations. Nursing students and physical therapy students participate in clinical rotations that are an integral part of their course of study. Accounting students complete taxes for the elderly and the poor through a pro bono program that is a part of their coursework.

Accreditation: Briar Cliff University is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. In addition, BCU has programmatic accreditation from the following entities:

- Iowa Department of Education for programs the University offers that prepare students for first-time licensure as teachers in the State of Iowa.
- Council on Social Work Education accredits Briar Cliff's face-to-face and online Bachelor of Social Work (BSW) programs and the social work department has been accredited by the CSWE since- 1974.

- Commission on Collegiate Nursing Education-(CCNE) accredits BCU to offer the Bachelor of Science in Nursing and the Master of Science in Nursing programs at Briar Cliff University.

Federal Stafford Loan Cohort Default Rate: The most recent official data from the federal Department of Education has determined Briar Cliff's federal Stafford Loan default rate for fiscal year 2012 at 6.6%. The national average default rate of all schools during that time is 11.8%.

Graduation Rate (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): Briar Cliff University reports a graduation rate of 47%.

Average Loan Debt upon Graduation: Briar Cliff University provided average loan debt upon graduation as \$28,047.37.

Record Preservation: Briar Cliff safeguards student records by requiring signature approval for the release of any transcripts or grade reports from the student. BCU also requires all employees and work study students in the Registrar's Office sign a "Confidentiality Agreement" for which unlawful or inappropriate disclosure of confidential records are grounds for immediate dismissal. BCU provides annual updates regarding FERPA regulations to students, family, faculty, staff, and administrators. BCU has contracted with a transcript delivery system to safeguard the delivery of electronic transcripts, and the ordering of transcripts. BCU also accepts delivery of transcripts via safeguarded electronic transcript delivery systems (i.e. Parchment, Naviance, Docufide, eScrip-Safe, Credential Solutions, National Student Clearinghouse). BCU utilizes secure websites for enrollment reporting. These reports are done monthly through a secure website with National Student Clearinghouse, which manages the NSLDS and DOE reporting in a safeguarded method.

Briar Cliff preserves records by storing archived records in a fireproof file after the records have been scanned and stored onto DVD's as backups to the paper files. Briar Cliff keeps student records from 1995 to present electronically stored through BCU's administrative software and IT Center.

Briar Cliff University provides network resources to faculty and departments in support of its Academic Mission and to protect student records and documentation. BCU maintains a policy that puts in place measures to prevent or at least minimize the number of security incidents related to technology on the campus. Some of these measures may impact, or make more difficult, the free exchange of information and open connectivity that was, before the onset of the many computer viruses and hacking tools, a standard practice on campus networks. The responsibility for the security of the University's computing and network resources rests with the system administrators who manage those resources. Information Technology (IT) carries out these responsibilities

and in the event a network device is maintained outside of the IT department, the person responsible for that device is required to adhere to the same policies as IT.

When a security problem (or potential security problem) is identified on a system not managed by IT, IT will seek the cooperation of the appropriate contacts for the systems and networks involved in order to resolve such problems, but in the absence or unavailability of such individuals IT may need to act unilaterally to contain the problem. Such action may include temporary isolation of systems or devices from the network, and notification of the responsible system administrator when this is done.

In support of this, IT will:

- Monitor network traffic, as necessary and appropriate, for the detection of unauthorized activity and intrusion attempts;
- Publish security alerts, vulnerability notices and patches, and other pertinent information in an effort to prevent security problems;
- Update and maintain servers with current patches in order to avoid security problems;
- Carry out and review the results of automated network-based security scans of the systems and devices on University networks in order to detect known vulnerabilities or compromised hosts;
- Maintain password standards;
- Maintain mechanisms such as connection authentication, intrusion detection systems to govern the connection and proper use of state-owned and non-state equipment (such as student laptops) when such equipment is connected to a campus network;
- Regularly scan campus computers for software applications known to be subject to attack by viruses or other malicious activities;
- Maintain a campus firewall that will prohibit access to internal campus computers from the internet except where such access is arranged;
- Maintain an email scanner that will remove infected email files and attachments and prevent delivery of infected messages; and
- Investigate any alleged computer or network security compromises, incidents and/or problems.

Transcript Requests: Any current or former student wishing to obtain a transcript may do so by contacting:

Deirdre Engel, Registrar
Briar Cliff University
Registrar's Office- Noonan GR
3303 Rebecca Street
Sioux City, IA 51104
Phone: 712.279.5448
Email: deirdre.engel@briarcliff.edu or
<https://www.briarcliff.edu/academics/registrar/contact/>
Transcript Request Form: <https://iwantmytranscript.com/briarcliff>

Student Learning Resources:

- Learning Communities - at Briar Cliff, first-year students belong to learning communities. Students pick a learning community which is comprised of other students with similar interests when they enroll at BCU. Each community has a different theme for the purpose that students find a group of friends and faculty at Briar Cliff who are passionate about the same things.
- Brightspace BCYou! - In BCYOU! students can view course schedules, an email inbox, links to valuable Library resources, and general University and program-specific announcements. BCYOU! allows students to access their course materials anytime via the Internet and facilitates interaction between faculty and students who are participating in internships and clinical rotations. A User Progress tool allows students to check their progress in a course through tracking course-specific assignments and feedback, and through measuring 9 progress indicators: Grades, Objectives, Content, Discussions, Dropbox Folders, Quizzes, Checklist, Surveys, and Login History. The System Check feature ensures a student's device is properly configured to use the system. Tutorial videos are accessible by students on the main home page of Brightspace that cover 10 topics. There is a Student Help Center for frequently asked questions in Brightspace.
- Information Technology Services - every student is given a Briar Cliff email address which includes access to the Briar Cliff Global Address List of every email address for easy communication with faculty and peers. On-campus students are given access to a personal network space. Off campus students are given access to 1 TB of storage through Google One Drive at no charge using their Briar Cliff email. Every student is given a license to download Microsoft Office at no charge through Office 365 using their Briar Cliff email address. The IT Help Desk response time to student requests for technical assistance is excellent.
- Student Retention Services reach out to all online students who are placed on probation and require them to meet with enrollment and academic faculty over the phone three times to discuss the student's progress, needs, and study skill development. Referrals are given from faculty on students who are struggling in their courses, and then those students are reached out to and offered general support and academic resources.
- Library Services- the Bishop Mueller Library at Briar Cliff University provides a deep level of support for academic programs. The library director works with each academic program to ensure a wide variety of scholarly material is available for students and faculty, regardless of their physical locations. BCU also offers several one-on-one services for all students to assist in research, or research

skill building. This is utilized in person, or through in-time chat, or through email correspondence. As an academic library, BCU works to ensure all programs are supported to the best of BCU's ability. BCU provides access to millions of journal articles, nearly 100,000 periodicals, over 333,000 eBooks, and hundreds of streaming videos. These are discoverable via a single search box on BCU's website, located at: <http://library.briarcliff.edu>. BCU subscribes to many of the major interdisciplinary databases. These include Academic OneFile, Academic Search Premier, JSTOR, and ProQuest Research Library. Specialized information services, such as CINAHL, ERIC, UpToDate, and PubMed are also available 24/7, regardless of location. The library offers a full range of research consultation services to students via BCU's website. During business hours, students are able to chat with a librarian in real-time. When BCU is closed, the requests are emailed directly to the librarian. Every effort is made to answer these questions in less than 24 hours. Since BCU is aware that no library can house every piece of information, BCU has made agreements with other libraries to borrow their materials. These interlibrary loans are available to both on and off campus students. Articles are emailed directly to the student's email address free of charge. Physical items can be picked up by on-campus students. Distance students may have items mailed to their home. Typically this process takes less than a week.

- Financial Aid Services- the Briar Cliff Office of Financial Aid provides support and online resources for BCU's population of online learners. These students receive regular communication via email, paper mail, and through communication outreach in the Briar Cliff online learning arenas (Brightspace, WebAdvisor, and BCYou! Portal). The students have access to an Online Financial Aid Guidebook that is updated regularly to comply with all state and federal regulations. They are encouraged to read this guidebook each academic year to refresh their knowledge base of financial aid. The students who complete a FAFSA are awarded annually in compliance with federal and state regulations and are encouraged to complete things in a timely manner through regular communication schedules. Briar Cliff also provides financial aid information through social media tools such as Twitter and Facebook, as well as informational blogs on the main Briar Cliff University website. Although online students are not able to make face-to-face contact with the financial aid office, the communications and outreach are just as effective through phone and web interfacing.
- Writing Center Services - The Briar Cliff University Writing Center serves all undergraduate and graduate students, whether they are on campus or online. For online learners, the Writing Center offers both asynchronous and synchronous consultations: a student can submit papers online and a Writing Center peer consultant can respond with marginal comments and suggestions, or a student can request a video conference or telephone appointment where student and consultant work through the paper together. Many of BCU's currently enrolled online students use both kinds of tutoring by first submitting a paper

online and then scheduling a follow-up video conference to review the consultant's feedback. Additionally, the Briar Cliff University Writing Center can assist students with more than essay assignments. BCU has helped students with oral presentation skills, slide design, graduate school application essays, cover letters, and a variety of other projects. Many of BCU's returning clients are international students, so BCU is also experienced in supporting English-language-learners.

- Career Mentoring – BCU provides a mentoring program which involves linking a student with a faculty member, administrator, or off-campus professional familiar with the student's major and career interest. The program, through the interaction of mentor and student, provides the student with helpful career information such as required preparation; job opportunities; responsibilities; and answers to other questions the student may have. This program helps students gain a clear, realistic understanding of their chosen career.
- Tutoring – BCU provides peer tutoring for 100- and 200-level term courses and for developmental mathematics. Drop-in tutorials in the library are available for the most frequently tutored courses. Students can also set up individual appointments for tutoring in other classes.

Curriculum Evaluation and Development: Briar Cliff faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. Briar Cliff has implemented a Curriculum Committee whose responsibility it is to oversee the revision of curricular components and to ensure that these revisions are reflected in the university catalog and also to be responsible for the ongoing assessment program of academic majors.

For the School of Graduate Studies Briar Cliff has implemented an Executive Committee of the School of Graduate Studies. This committee is responsible for overseeing the academic affairs of graduate studies of the University. Its purview includes the authority to recommend additions/deletions of programs; recommend policies and transfer agreements; set admission criteria and retention procedures; recommend improvements in existing programs; and recommend major modifications to the requirements and curricula of existing programs.

Student Complaints Process: Briar cliff students may file three types of grievances:

1. Academic Issues: Regarding course grades, academic practices, or academic integrity.
2. Administrative Issues: Regarding application of college policies; decisions pertaining to Briar Cliff's co-curricular program; and decisions regarding student records, rights, financial matters, and campus employment.
3. Discrimination Issues: Regarding unjustified or unlawful discrimination in the areas of race, color, religion, national origin, gender, age, handicap or disability, status as a Vietnam-era or special disabled veteran, or Title IX compliance.

BCU's policies for complaint processes are located in the following places:

- the 2015-16 Academic Catalog at page 38 regarding academic issues;
- online at <https://www.briarcliff.edu/legal-and-consumer/financial-complaint-procedure/> for financial complaint procedures;
- Beginning on page 54 in the BCU Student Handbook for grievances regarding administrative and discrimination issues
<http://www.briarcliff.edu/media/50265/bcu-student-handbook-2015.pdf>
- The Graduate Student Studies' Handbook at page 59
<https://www.briarcliff.edu/media/350707/graduate-studies-handbook-2014.pdf>

The contact person for academic issues is the Vice President of Academic Affairs and the contact person for all other grievances is the Vice President for Student Development.

Programs Offered Under Registration

(Note: The programs listed below are only those for which Briar Cliff University may need coverage under the State Authorization Reciprocity Agreement (SARA) policies and rules. However, Briar Cliff University's registration authorization to operate at a location in Iowa is at the institutional level; thus, the Commission authorizes the institution to offer all of its programs in Iowa.)

The estimated total charge for tuition, fees, books, and supplies applicable to each program is listed below.

Residential Programs Offered at the BCU campus in Sioux City, Iowa

Baccalaureate Programs

- Bachelor of Arts with majors in: Accounting, Art, Business Administration, Computer Science, Criminology and Criminal Justice, Elementary Education, English, Environmental Science, Graphic Design, History, Journalism and Mass Communication, Mathematics, Music, Psychology, Secondary Education, Sociology, Spanish, Sports Management, Theology, and Writing - \$129,000
- Bachelor of Social Work - - \$129,000 (first-time licensure program that qualifies a BCU graduate for LBSW (Licensed Bachelor Social Work) in Iowa by virtue of the program's accreditation by the Council on Social Work Education)
- Bachelor of Science with majors in: Biochemistry, Biology, Chemistry, Computer Science, Kinesiology and Human Performance, Mathematics, Medical Laboratory Science, and Radiologic Technology- \$129,000
(The Radiologic Technology program partners with St. Luke's College in Sioux City to deliver an education which prepares the student for first-time licensure as a Radiographer after completion of an associate's degree granted by St. Luke's College.)
- Bachelor of Science in Nursing - \$129,000

Graduate Programs

- Master of Science in Behavior Analysis - \$26,500 (This program prepares students to be a Board Certified Behavior Analyst. This is not a State-issued license. The certification is issued by a national nonprofit agency, the Behavior Analysis Certification Board, which has approved Briar Cliff's program- <http://info.bacb.com/o.php?page=100358>. This certification enhances the graduate's employability as a Behavior Analyst.)
- Master of Arts/Science in Kinesiology and Human Performance- \$18,300

Doctoral Programs

- Doctor of Physical Therapy - \$103,600 (First-time licensure program in candidacy status with the Commission on Accreditation in Physical Therapy Education (CAPTE). CAPTE requires a school seeking accreditation to begin enrolling students before full accreditation is achieved so that the accrediting agency may observe the program in action. The Iowa Board of Physical and Occupational Therapy requires CAPTE accreditation for Iowa licensure as a physical therapist. Since CAPTE requires the program to be in operation before full accreditation is granted, BCU is authorized to offer the program under its Iowa registration. It is BCU and CAPTE's intent for the full accreditation process to be completed before BCU graduates its first cohort of students in May 2018. Additional information about CAPTE's candidacy process is available at:
✓ <http://www.capteonline.org/WhatWeDo/AccreditationProcess/>.
- Doctor of Nursing Practice - \$48,500

Distance Education Programs

Baccalaureate Programs

- RN-BSN Degree Completion - \$14,900
- Bachelor of Social Work - \$21,500 (First-time licensure program that qualifies a BCU graduate for LBSW in Iowa by virtue of the program's accreditation by the Council on Social Work Education)
- Bachelor of Arts with majors in: Accounting; Business Administration, and Operations Management- \$21,500

Graduate Programs

- Master of Arts in Management - \$18,400
- Master of Science in Nursing - \$28,400

Field Experiences

Structured field experiences are a required part of the curriculum for the following programs:

- **Elementary and Secondary Education:** Field experiences are planned, supervised, and evaluated activities arranged for the teacher candidate by the personnel of the Teacher Preparation Program. They take place in a variety of grade levels and settings (public, nonpublic, city, rural) and are an integral part of the Teacher Preparation. Field experience will be used to decide if teaching is an appropriate professional choice for the candidate and determine which level of teaching is most suited to the candidate; to help understand the relationship between the theory learned in coursework and the practice of that theory in the classroom; to understand the role of the teacher; understand the policies, procedures, and constraints that govern the work of a teacher; and reflect on one's dispositions, strengths, and weaknesses as a future teacher. In field experience the teacher candidate will plan and teach lessons under the direction of the cooperating teacher. BCU's Education Department provides teacher preparation program students with a Student Teaching Handbook. This Handbook outlines the expectations of the student, the University supervisor, and the cooperating teacher and school principal at the student teaching site.
 - ✓ The handbook is available at:
https://www.briarcliff.edu/media/44265/student_teaching_handbook.pdf.
- **Basic Nursing:** The BCU nursing program offers a course that facilitates a smooth transition from student to registered nurse in the clinical setting. This course fosters growth and development of the student by encouraging the integration and utilization of knowledge gained from all disciplines of the liberal arts, baccalaureate education. The knowledge gained through the various courses specific to nursing will be particularly utilized as the student continues to critically think while assuming responsibilities congruent with the role of the registered nurse in prioritizing and delivering quality, compassionate care for a group of clients.
- **RN-BSN:** The RN-BSN program is designed as a degree completion program for those nurses already licensed and in practice. Given this, BCU does not have specific skills required within courses, as the expectation is that the students, based on their licenses, would possess the skills necessary to enter practice. There are currently three courses requiring a clinical component within the RN-BSN curriculum. There are two community courses and one leadership course. Based on the course objectives students seek out clinical experiences that meet these objectives. These sites are approved by course faculty. Students may complete clinical in their places of employment if there is demonstration that course objectives can be met.

- **Social Work:** The social work practicum consists of field placement in a local agency (450 hrs.) with professional supervision supplemented by conferences, collateral readings, written evaluation and an on-campus weekly seminar.
- **Masters in Kinesiology:** This program offers two courses allowing students to get professional experience as a component at an approved company or facility. This provides the opportunity for students to serve the university and community through on-site practical skills, developing a service learning project in order to prepare for an external internship site.
- **Masters in Nursing:** Briar Cliff prepares nurses to be active, effective participants in future models of health care in a rapidly changing environment. At this level the student already possesses the skills needed to enter field but this program educates students to be in the field at an advanced practice level or to become nursing educators. A student can choose to focus on becoming an educator or advanced practitioner. Each track includes coursework with practicums focusing on the chosen track.
- **Doctorate in Physical Therapy:** Within the program, there is a consistent emphasis on connecting the classroom to the clinic and community settings. In semester three, students, with supervision, will perform newly learned patient management and screening skills on actual patients in both the educational facility's clinic, as well as the community, during the clinical integration course. There are ten courses focusing on fieldwork experience. From that semester on, students will participate in 1-2 credit integration courses per semester. In addition, following all the foundational science and basic clinical science courses, there is a 4 week clinical experience. Following the conclusion of all didactic coursework, there are a series of multiple 8-week clinical affiliations in a variety of settings, including a required underserved setting, to ensure entry-level performance.
- **Doctorate in Nurse Practitioner:** Briar Cliff's hybrid DNP program offers a mixture of online and on-site classes. Students can choose to become a family practice practitioner or an adult/gerontology practitioner. The program includes courses with practicums focused on the track a student chooses to specialize in. Each program includes five practicums which must be completed in order to earn the degree.

Registration Compliance

As required by Iowa Code Section 261B.4, Briar Cliff University disclosed its policy on refunding tuition charges for withdrawn students. The graduate program and the undergraduate program refund policies differ. The undergraduate refund policy can be found at <http://www.briarcliff.edu/legal-and-consumer/institutional-refund-policy/>. The graduate refund policy can be found at <http://www.briarcliff.edu/media/350707/graduate->

[studies-handbook-2014.pdf](#). These policies are addressed in both the undergraduate and graduate Student Handbooks available on BCU's webpage.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h" by implementing the following policies.

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. Briar Cliff University provided compliant policies that address both of these requirements. These policies are disclosed to students in the BCU Student Handbook and to prospective students and the public on the University's website at the following locations:
 - ✓ <https://www.briarcliff.edu/legal-and-consumer/drug-and-alcohol-abuse/>
 - ✓ <https://www.briarcliff.edu/media/417448/sexual-violence-policy-2015.pdf>
 - ✓ <https://www.briarcliff.edu/legal-and-consumer/sexual-abuse,-assault-and-title-ix-procedures/>
 - ✓ <https://www.briarcliff.edu/student-life/campus-services/health-services/>
- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. BCU provided a policy that is compliant with this requirement and will disclose the policy to students through the University's Student Handbook.
 - ✓ <http://www.briarcliff.edu/media/50265/student-handbook-201516.pdf>
 - ✓ <http://www.briarcliff.edu/media/350707/graduate-studies-handbook-2015.pdf>
 - ✓ <http://www.briarcliff.edu/legal-and-consumer/academic-withdrawal/>
- Iowa Senate File 2225 created a new Iowa Code Section 261.9(1)(h). This new law, generally effective July 1, 2012, requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. By cross-reference from existing administrative rules for registration [283-21.2(261B), subsection 7], this new policy now applies to Iowa's registered schools. BCU provided a compliant policy to staff as part of its registration application. The University discloses the policy to employees at hire and to the public in the University's Annual Security and Fire Report (Clery Report).
 - ✓ <https://www.briarcliff.edu/legal-and-consumer/campus-right-to-know-and-security-act/> .

Student Consumer Information: In its registration application, the University affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies; whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are in place and available to students through BCU's online Academic Catalog, which is available to students through the University's webpage and various other readily accessible University web pages, including those that address each specific BCU program.

✓ <https://www.briarcliff.edu/academics/academic-catalog/>

Effective July 1, 2012, Iowa Code Section 261B.7 states that, while a school must not represent that it is "approved" or "accredited" by the Commission or the State of Iowa, a registered school must disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission's contact information for students who wish to inquire about the school or file a complaint. The University currently discloses the Commission's contact information for student complaint purposes on its financial complaint procedure web page and provides a direct link to the Commission's constituent complaint form. BCU provides an online complaint form for students to use which goes directly to the financial aid office.

✓ <http://www.briarcliff.edu/legal-and-consumer/financial-complaint-procedure/>

✓ <http://www.briarcliff.edu/financial-aid/contact-financial-aid/>

Financial Responsibility: Briar Cliff University submitted the audit report of an independent accounting firm, King, Reinsch, Prosser & Co., L.L.P, dated October 15, 2015, covering the institution's financial position through May 31, 2015. The accounting firm stated its opinion that the school's financial statements present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined by the federal Department of Education to be financially responsible without additional oversight. BCU's independent auditor did not report nor test BCU's financial responsibility composite score. The most recent financial responsibility composite score reported for BCU by the federal Department of Education is for the institutional fiscal year ending May 31, 2014, when BCU's composite score was 2.5 (out of a possible 3.0).

Full-Time Iowa Resident Faculty Member or Program Coordinator: BCU employs 57 full-time, Iowa-based faculty members. Additional information about faculty appears below.

Instructional/Supervisory Staff Qualifications: BCU maintains easily accessible information about faculty on each of its web-based program main pages.

- Bachelor's Degree Programs Elementary and Secondary Education: Of four Education Department faculty members reviewed, two have doctoral degrees in education; all have a graduate degree in education.
- Bachelor's Degree Programs in Basic Nursing; the RN-BSN; and Masters in Nursing and Doctorate in Nurse Practitioner: Of ten faculty members reviewed, four have terminal degrees in education or nursing. Nine of these faculty members hold master's degrees in nursing.
- Social Work: four faculty members reviewed, all hold master's degrees in social work and all hold baccalaureate degrees with one specializing in social work.
- Masters in Kinesiology: BCU has one faculty member in this department. This individual holds a doctorate in education, a master's degree in exercise science, and a bachelor's in kinesiology. Additional faculty support is provided by affiliated departments.
- Doctorate in Physical Therapy: Of six faculty profiles reviewed, three faculty members hold a doctorate in physical therapy or education; the remaining faculty have a master's degree in science or health science.

Commitment to Iowa Students and Teach-Out. By executing an electronic signature on the registration application, Briar Cliff University President Beverly A. Wharton committed to the delivery of programs BCU offers and agreed to provide alternatives for students to complete programs at BCU or another school if the University closes a program, or if BCU closes before students have completed their courses of study.

Additional Information

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Briar Cliff University is exempt from the financial responsibility (i.e., bonding) requirements of Iowa Code Section 714.18. The University qualifies for the following exemption listed in Iowa Code Section 714.19, subsection 10: "Private nonprofit schools that meet the criteria established under [Iowa Code] section 261.9, subsection 1." The criteria established under Iowa Code section 261.9, subsection 1, is the *institutional* eligibility criteria that qualifies a school for participation in the Iowa Tuition Grant program. BCU meets the institutional eligibility criteria, and therefore qualifies for the financial responsibility exemption. For this purpose, whether a school actually awards funds from the Iowa Tuition Grant program is immaterial.

Section 714.23 – State Tuition Refund Policy

The Iowa tuition refund policy does not apply to BCU because it is a private nonprofit institution.

Compliance with Iowa Code Chapter 261F

BCU posts on its website a Code of Conduct for Educational Loans <https://www.briarcliff.edu/media/417391/Code-of-Conduct.pdf> that addresses provisions of Iowa Code Chapter 261F. The BCU Code of Conduct appears to be an accurate and comprehensive reflection of Iowa Code provisions that govern certain aspects of business relationships between private education loan lenders and school personnel who have responsibilities related to education loans. BCU discloses in its financial aid guide <https://www.briarcliff.edu/media/79728/returning-financialaidguide.pdf> that it maintains a list of preferred private education loan lenders and appears to be in compliance with requirements in Chapter 261F.